

**Summer Scholars Online Course Facilitator Position Description**

# About Us

The Office of Pre-College Programs enrolls over 1,000 domestic and international high school students in academic programs on the University of Notre Dame’s campus and at the Notre Dame Global Gateways/Centers in Ireland, Italy, South Africa as well as our new destination, London. These Pre-College programs are designed to mirror the Notre Dame undergraduate experience, starting with the competitive application process. Exceptional students are admitted to college-level academic tracks and seminars, and have numerous opportunities to explore campus, engage in community service, and learn from a diverse group of peers all in an independent and somewhat structured environment.

# Description

Summer Scholars Online students are managed by Pre-College ND faculty and staff and are supervised by a team of Course Facilitators. Course Facilitators are expected to be engaged with the students online during the program. Course Facilitators are integral to the success of Summer Scholars Online because they:

* Ensure online communication with and between minors is completed according to the University’s Children’s Protection Policy.
* Serve as a resource, mentor, role model, authoritative figure, and University representative.
* Support, enforce, and abide by all University and Pre-College Program regulations and policies.
* Virtual classroom support.

# Qualifications

*Education:* Current or former University of Notre Dame or Saint Mary’s College undergraduate or graduate student.

*Experience:* Must have a demonstrated interest in working with current high school freshman, sophomores and juniors in a college environment. Student leadership experience is preferred but not required. Must be capable of working both independently as a self-starter and within a team, as well as the ability to work cooperatively to coordinate events and planned activities.

*Other:* Must maintain a positive and professional demeanor. Must be comfortable with daily contact with faculty, staff, administrators, and students. Excellent interpersonal and communication skills are required.

# Class Responsibilities

* Participate in, and contribute to assigned course during scheduled periods.
* Facilitate group discussion and projects with Summer Scholars Online students during and outside of class time.
* Advise students on success strategies using the online tools provided by Notre Dame.
* Support assigned faculty member with various other tasks related to coursework as requested.

# Counseling Responsibilities

* Serve as a mentor and adult online presence to students, offering advice and personal support as needed.
* Regularly report maintenance, security, health, and safety issues or concerns to Pre-College staff.
* Maintain availability for the duration of the program.

# Administrative Responsibilities

* Support and enforce University and Office of Pre-College Programs’ policies and procedures, including the University Protection of Children’s Policy.
* Assist participants in accepting personal responsibility for their actions and demonstrating respect for the rights of others.

# Conditions of Employment

* Course Facilitators are expected to be available for the duration of the program July 17 – 28, 2023. Training and orientation will be scheduled prior to the program start date.
* Course Facilitators are **not** permitted to hold conflicting obligations while serving in this position without prior approval.

# Compensation

Course Facilitators will be paid $15.50 per hour not to exceed 40 hours per week.

**Personal and Professional Development**

* Belonging and inclusivity training
* Leadership development through mentorship
* Gain experience working with diverse populations in collaboration environment

# Schedule and Hours

Course Facilitators will assist in classes daily between 11:00am-1:00pm and 3:30pm-5:30pm during the day. This role projects approximately 30 total hours per week, not to exceed 40 hours per week.

# Supervision

Course Facilitators report directly to the Senior Program Director, Domestic Programs and receive further supervision from the Pre-College Programs Director.

# 2023 Application Timeline

Applications open – October 31, 2022.

Applications close – February 28, 2023

# Early submissions are strongly encouraged as we hire on a rolling basis.

If invited to interview, applicants will receive a decision within 10 business days after the interview.

# Posting Detail Information

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).